

SCHOOL BUILDING & BUILDING COMMITTEE MEETING MINUTES –January 9, 2008

Attendance/Distribution:	Firm/Company:	Present:
Weston School Building Committee & TOW Building Committee:		
Joe Fitzpatrick (JF)	Committee Chair (SBC/BC)	yes
Richard Wolf (RW)	Vice Committee Chair (SBC/BC)	yes
David Coprio (DC)	(SBC/BC)	yes
Steven Ezzes (SE)	(BC)	yes
Don Gary (DG)	(SBC/BC)	no
Allen Swerdlowe (AS)	(SBC/BC)	yes
Ellen Uzenoff (EU)	(SBC)	yes
Others:		
Carl R. Goedecke (CRG)	TOW, Owner's Representative	yes
Tom Landry	TOW Administrator	yes
Dan Clarke	Dir, Facilities for BOE	yes
John Reed	Superintendent of Schools, TOW	no
Lincoln Briggs	Weston Res. For AE sub-committee	yes
Dr. Margaret Wirtenberg	Public	yes
Donna Bauman	Weston Arts	yes
Joanna Pfund	Weston Arts	yes
Kathy Meighan	Weston Arts	yes
Dan King	Kaestle Boos	yes
Diana McNeil	Kaestle Boos	yes

Item #:	Description/Discussion:	Action/Follow up:
1)	Attendance:	CRG as above
2)	Meeting Called to Order: @ 7:37 PM	JF
3)	Approve Minutes of Previous Meetings:	
a)	Approve Minutes 12/12/07	SE motioned, RW 2 nd to approve min. of 12/12; approval unanimous
4)	HS Auditorium:	
a)	IES, TPC & David Maurer did not attend the meeting; the SBC requested CRG to clarify the absence and see that all design, schedule & cost progress updated are distributed to the SBC in "pdf" format	CRG to expedite info distribution, in clued John Reed, BOE Superintendent
5)	Facilities Review:	
a)	The Facility Report, in two parts was presented by Dave King (DK) & Diane McNeil (DM); the SBC requested copies of the cost estimates, in digital Excel format to be distributed to the SBC members and BOE; TOW/BC to review with attention to priority #5 items; all dollars are 2008 estimates, no inflation included; soft costs are not included; RW requested the BOE review it's space requirements as the majority of the costs are allocated to the BOE; JF asked for specific cost breakouts on the Excel distribution & will review them with KB, this will include adding priorities to the summery sheet;	KB will issue digital summery after JF discussion
6)	HS & TOW Roof Replacement:	
a)	Vestibule Skylight is not presently leaking; discussion regarding a rebuilding/ final repair to be delayed to a future date;	None;
b)	The bid package from HBF for the Town Hall, TOW was distributed for review & comments;	CRG to request an HBF proposal for Bidding, Start up/Close out & per-diem for Construction Administration for discussion at the next SBC meeting
7)	O&G Schedule / Progress:	
a)	HS:	
i)	Close-out status:	CRG to inform RM/O&G to issue a close out letter
	(1) Final close-out paper work pending for: M.J. Daily & Shawn's Lawns (Revson);	

SBC/BC MEETING MINUTES – 1/09/08– Cont.

<u>Item</u>	<u>Description/Discussion</u>	<u>Action/Follow up</u>
	Rob promises submissions for the next meeting; SBC suggested we notify the contractors that the TOW considers the contracts closed;	
	ii) Claims outstanding: FT; possible for Shawn's Lawns & C&H Elec.	KB/C&W to review
	iii) SBC approved releasing check to Nettleton w/o as built drawings as they are in the hands of FT	CRG to discuss with KB
	iv) Commissioning: Review complete, report to be submitted early in '08;	BOE/Dan C & John V to follow with report & corrective work
b) 3-5 Close:		
i) Close-out status:		KB/C&W with CRG to follow
(1) Pipe & Power (Bond Co); KB/C&W has discussed the credit issue with bonding company who promise to have a full report to the TOW by 1/22/08		CRG to expedite close-out paperwork
ii) SBC approved releasing check to Losito w/o as built drawings as they are in the hands of FT		CRG to discuss with KB
iii) Commissioning: The schools MEP systems have been rebalanced; additional commissioning to commence 1/21/08 when the school is closed for Martin Luther King's holiday		Dan C/BOE to follow with the final report in early 2008
iv) AS again requested the removal of the sodium vapor lighting on School road		AS to meet with DC to review
c) Hurlbutt Close out status:		
i) Close-out: Shawn's Lawns: O&G has requested close-out paperwork; none received to date		RM/O&G to follow; CRG to ask C&W to a contract issue a close out letter
8) Alternate Energy Committee (AEC):		
a) SBC interviewed Lincoln Briggs as an addition to the AEC;		SBC recommends his addition to the AEC committee
9) New Business as may properly come before the SBC:		
a) None		None
10) Executive Session:		
a) None		None
11) Change Order & Invoice Approval:		
a) HS: Applications for Payment / Close-outs; presented for review & approval;		None
b) HS: Proposed CO were presented for approval;		None
c) 3-5 School: Applications for Payment were presented for approval;		None
d) 3-5 School: Proposed CO were presented for approval;		None
e) Invoices: Soft cost invoices were presented for approval;		Selected invoices were approved for payment.
12) Next Meeting Regularly Scheduled SBC & BC Meeting: Wednesday, 1/23/08 @ 7:30; PM,		
13) SBC & BC Adjournment: Meeting adjourned @ 10:01 PM		RW motioned, AS 2 nd to adjourn; approval unanimous

This is a summary of the items discussed at the above noted meeting and is a record of the proceedings; should any participating party note discrepancies please make them known, in writing, to all parties within 2 working days of distribution.

SBC MINUTES NOTED for REVIEW; MINUTES APPROVED ____ / ____ / 08 by SBC
 Carl R Goedecke, Owner's Rep. cc: All